



**Code: 1325**

Family: Human Resources

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Personnel

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## **CLASS TITLE: DIRECTOR OF LIBRARY STAFF DEVELOPMENT**

### **CHARACTERISTICS OF THE CLASS**

Under direction, plans and directs staff development and training programs for employees of the Chicago Public Library (CPL), and performs related duties as required

### **ESSENTIAL DUTIES**

- Plans staff development activities (e.g., in-service training, on-the-job, webinars) by identifying and organizing resources for programs that are responsive to the Library's goals
- Assesses training needs by obtaining input from department managers and evaluating effectiveness of existing work practices
- Conducts research in order to develop and implement training programs for professional, administrative and technical staff
- Identifies and oversees private consultants and speakers from professional associations, universities and library systems to provide training to department employees
- Designs assessment tools and conducts follow up to evaluate the effectiveness of completed training
- Develops work standards and supervises subordinate staff engaged in planning and coordinating training programs and tracking required attendance
- Prepares written and electronic communication in order to promote upcoming training courses and professional development programs
- Maintains current on industry trends and best practices in order to update and modify training programs
- Develops and monitors the budget for staff training and development activities and approves related expenditures

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Library Science, Human Resources Management, Public Administration, Education or a directly related field, plus four (4) years of work experience managing and designing employee training and development programs, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.
- **Licensure, Certification, or Other Qualifications**
  - None

### **WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \*employee training program design, development, implementation and evaluation
- \*training methods, practices, procedures, and resources
- \*educational principles, instructional design methods and curriculum development practices

Moderate knowledge of:

- \*personnel administration principles, policies, practices, and techniques
- \*adult learning theories and practices
- \*budget preparation methods, practices, and procedures
- \*project management methods, practices and procedures
- library administration and library organization, procedures, policies and objectives

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- INSTRUCTING - Teach others how to do something
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

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- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS – Come up with a number of ideas about a topic
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

**Other Work Requirements**

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- INNOVATION – Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
November, 2016